

STANDARD FORM NO. 64

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# Office Memorandum • UNITED STATES GOVERNMENT

FILED:

TO : Chief, Project Branch

RETURN TO

DATE: 27 October 1955

RECORDS MANAGEMENT DIVISION

FROM : Analyst

SUBJECT: Report of Inspection of (1) Repository TO, (2) Machine Operations, and (3) Adequacy of Film Readers

## 1. Problem

To conduct an inspection of personnel utilization with respect to machine operations; review machine utilization, operations and reports compiled; and adequacy of film readers, including availability of space.

## 2. Findings and Recommendations

FINDING NO. 1 - The personnel assigned to the repository is sufficient for current operations.

### Comment

1. The present TO for the repository consists of four positions which are directly concerned with the functioning of the repository. These positions are as follows:

1 Admin. Services Officer	GS-12
1 Tab. Project Planner	GS-11
1 Tab Equipment Operator	GS-5
1 File Clerk Typist	GS-4

005 2. An analysis of machine utilization for the past 90 days revealed the IBM machines are being utilized only 28% of their capacity. The Verifier (055) is not being utilized. Key punched cards have been verified by proofing a listing prepared from the Printer (402). Present monthly rental charges for the 005 is approximately \$35.00. Please refer to Attachment A for machine activity.

3. It was observed that the majority of the machine operations were being performed principally by the tabulating equipment operator and to a lesser extent the tabulating project planner. An analysis of the reported man hours for this activity (see Attachment A) for the past 90 days reveals that 90% of the total potential man hours have involved machine operations. It appears that the only dual operation of these machines occurs when the interpreter (552) is in operation. It is noted that

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occasionally additional man hours are required to perform machine operations as occurred during August.

4. The tabulating project planner indicated some concern over the increased Collator time involved with respect to the Library Microfilm deck. Since the Collator operation is from two card feeds, the number of cards which pass through the machine per hour will vary with the nature of the card. In a merging operation such as this operation requires, the feeds operate separately at some times and together at other times, and the machine speed in total cards per hour will depend upon the number of cards in the master deck being merged with the secondary group (new additions). Each feed is capable of operating at a speed of 240 cards per minute. Therefore, it is proper to assume that a merging operation will perform at a rate exceeding 240 per hour and will increase up to 480 hour in proportion to the number of cards in the secondary group - An analysis of the September operation indicated 120 machine hours were required to merge 60,000 cards into the master deck of approximately 770,000 cards. This would indicate this Collator operation was performed at a rate of 107 cards per minute, or at a maximum of 45% of the potential rate. Additional Collator time could be saved if this deck were processed on a deferred basis. A contact with the Machine Division (OCR), relative to maintenance of this deck, revealed they would not object to deferring the merging operation with the master deck.

5. There is an accumulation of over 2 months of cards to be disposed of in the vault area. The incinerator utilized by both the Repository and Records Center is not functioning and all card stock to be disposed of is periodically hauled to Headquarters for disposition. It is recognized that a change in this procedure would entail additional man hours by the Repository personnel; however, this operation could still be handled with the assigned personnel.

6. There are seven separate card decks of tabulating cards located in the repository for which the 402 Printer cannot list all of the information on the cards. Such decks represent vital documents for the Office of Personnel, Logistics and Comptroller. (See underlined card deck files on Attachment B). These card decks contain information that can be printed only by a Model 407 tabulating machine.

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Recommendation No - 1, 2, 3, 4, 5, 6, 7 and 8

1. The Administrative Services Officer exercises closer supervision of the machine operations to insure that existing and required programs are carried on according to instructions and operating to the satisfaction of the organizational elements.

2. The Tabulating Project Planner conducts a training course so that both the Admin. Services Officer and File Clerk typist are trained as alternate machine operators.

3. Recommend that no additional personnel be assigned to this operation.

4. That the Admin. Services Officer actively participate in the machine operations to effect better utilization of man hours.

5. That the Verifier (055) be turned in as surplus equipment.

6. Recommend that the incinerator be repaired to provide for immediate destruction of obsolete documents

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7. That the Library Microfilm secondary cards received monthly be merged with each other into one file until a six month collection exists then merged with the Master deck.

8. That a 407 Printer be installed at the repository and the 402 Printer turned in.

FINDING NO.2 - Insufficient space allotted for tabulating machines

Comment

The Tabulating machine section of the repository is located in the basement of the vault area. The space allotted measures approximately 10' x 51' and contains eight IBM machines (see Attachment A). This space is well lighted and ventilated by use of a suction fan located at end of the room. The ceiling has been covered with acoustical board, and the area is reasonably quiet. The area is also utilized as the passageway to the repository. This area is not satisfactory for operations in case of an emergency.

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Recommendation No. 9

9. That additional space be provided for machine operations

FINDING NO. 3 - Microfilm Readers are not located properly to provide maximum protection of sensitive documents, and are insufficient in number.

Comment

An inventory of the present Readers follows:

2 - Recordak Film Readers

Model 10 Serial Nos. 12743 and 12166

1 - Recordak Library Film Reader

Model C Serial No. 2617

2 - Flo Film - Diebold Universal Readers Model 9202

Serial Nos. 410 and 411

It was reported that during the Operation Alert, 1955, as many as three people were lined up waiting to utilize the readers. It was also reported that two organizational elements objected to having sensitive documents viewed by other personnel. A review of the reports submitted by the Admin. Services officer relative to the deficiencies in the repository during the past Operation Alert revealed among other items the need for additional space. It should be recognized that microfilm is the best substitute for "hard copy" and that utilization of same will increase as the repository increases its volume. An analysis of the space adjacent to the vault (see Attachment C) indicates the need for a larger service area or waiting room for personnel requesting documents from the repository. This can be visualized when it is realized that Operation Alert, 1955 was composed of approximately 250 employees. It would appear from the reports that too many people entered the repository and that the service provided left much to be expected. Hence, it would appear that an operational order should be effected to provide for a minimum of personnel to be in the repository and an effective plan for the receipt of requests and delivery of documents to the gymnasium or other operational areas. It is felt that such instructional information coupled with a specific orientation of documents located in the repository would serve to improve the operations. If it is determined to continue the operation of the repository in the present area a decentralization plan should be considered. This is mandatory if the repository is to resemble an effective service element. A portion of this traffic could be eliminated through placement of the readers, not requiring security, in a separate area.

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Recommendations Nos. 10, 11, 12, 13 and 14

10. That temporary booths be constructed and placed at the end of the safe rows in the vault for those organizational elements who desire additional security while the microfilm documents are being read.

11. That a study be made to determine the number of additional Readers required for an emergency situation.

12. That an operational instruction for the repository be prepared and distributed to serve as a guide during an emergency situation.

13. That Microfilm readers, other than specified in Recommendation 8, be located in an area separate and apart from the repository.

14. That telephonic requests for documents be encouraged and a prompt messenger service be installed for delivery of same.

FINDING NO. 4

Reports Management

Comment

1. The following reports are made periodically by the Repository.

(a) Quarterly Activity Report. - A tabulated listing of all documents deposited and withdrawn for the reporting period. All additions and extractions are processed weekly. Distribution is made to the VMO and pertinent Area Records Officers.

(b) Annual Inventory Report - A tabulated listing of all vital material documents on file in the repository at the end of the calendar year. Distribution is made to VMO and Area Records Officers.

(c) Availability Register - A tabulated listing of all documents stored in the Repository. This listing is prepared each month and remains on file in the Repository for immediate use.

(d) Tabulated Reports made for ☐ operators

a. Stock status report - A report of material on hand in the warehouse. Report is made quarterly, requires 16 machine hours

b. Property-in-use Report - A semi-annual report of material being utilized on the station;

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- c. Consolidated memorandum Receipt Report - A Report made on request by the CO of material signed for by various accountable officials.
- d. Mess and Billeting Report - Reports made for the CO on request. Changes to this file are processed monthly, requires approximately 8-16 machine hours.

2. It would appear that considerable activity is involved with respect to machine reporting; however, most of the reports require less than 16 machine hours, and are made spasmodically for  operations. This ties in with the fact that only 28% of the potential machine hours are being utilized.

3. It was reported during the past Operation Alert that little use was made of the tabulating card decks. That in some instances the annual inventory listing was not accepted as being accurate. It appears that in the Repository we have a voluminous collection of vital documents, but a lack of knowledge with respect to their usage.

Recommendations Nos. 15 and 16

15. That visits to the Repository be encouraged in order that responsible officials might be more cognizant of the availability of vital documents.

16. That additional programs be developed for machine application to other  operations.

CONCLUSIONS

1. It appears to the survey office that the basic problem with respect to this operation is one of the top personnel "going asiatic". This operation could be compared very closely to the functioning of a vault in a bank. Due to the nature of the activities involved with the Repository a two year rotation plan should be seriously considered. The assignment of a new incumbent to the Administrative Services Officer position which I understand is contemplated, would be a step in the right direction. There is definite need of close supervision and active participation by the Administrative Services Officer to effect maximum utilization of personnel and equipment.

2. There is definite need of an operational plan for utilization during an alert. The present space is not sufficient to operate during an alert. If the Repository cannot be provided

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with additional space, serious consideration should be given to decentralizing ([redacted]) various documents and equipment to provide more efficient and expeditious service.

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